

Central Processing System Year 2000 School Testing Instructions

Introduction:

One of the Department of Education's (ED) top priorities is to prepare its mission critical systems to operate in the year 2000. In order to prepare these systems, ED has designed a five-phase compliance strategy targeted at complete implementation of renovated systems by March 31, 1999.

Additionally, ED has committed to assisting schools and Third-Party Software Providers and Servicers in preparing to operate in the Year 2000 by providing testing resources so they may test their own renovated systems with ED's key systems. The term school(s) will also be used to denote Third-Party Software Providers and Servicers throughout this document. The objective of the Central Processing System (CPS) Year 2000 School Test is to ensure that schools, represented as destinations points on the Title IV Wide Area Network (TIVWAN), will continue to be able to submit Free Application for Federal Student Aid (FAFSA) data to CPS and receive Institutional Student Information Records (ISIR's) from CPS in the next millennium. Schools that develop their own financial aid software, should participate in the CPS Y2K school test after they have performed internal Y2K application testing. Schools that use ED developed financial aid software products such as EDExpress or financial aid software products developed by vendors should participate in the CPS Y2K school test to ensure that those products will function properly in their environment on January 1, 2000 and beyond.

This document provides a description of the testing methodology that will be used for the CPS Year 2000 (Y2K) School Test, as well instructions for participating in the test.

Testing Methodology and Instructions:

CPS will be available to schools for Y2K testing for seventeen weeks, scheduled in two windows. The first window is *June 1 – July 12*, 1999. The second window is *August 9 – December 17*, 1999. A school must be a TIVWAN destination point that is operational in the Electronic Application processing function in order to participate in the test.

During the test, the system clock in the CPS school test system will always be set to February 29, 2000. Twelve FAFSA's in Adobe PDF format have been provided to schools via the ED web page at www.ed.gov/offices/OCIO/year/cptest.html, to serve as the test input.

In order to ensure each school's test data is processed separately, the *school's Federal School Code* should be entered as the first six digits of the SSN on each test case. The

last 3 digits of the SSN will be the sequential number between 001 and 012 that is written on the test case.

When creating the SSNs for your test cases, remember not all Federal School Codes begin with zero. Your code may start with a B, E, or G. For the Y2K School Testing only, CPS will accept applications with SSNs containing alpha characters. If you have a code starting with B, E, or G, CHECK YOUR SYSTEM to ensure you can enter alpha characters in the SSN field and import ISIRs with alpha characters in the SSN field. If your system won't allow this, modify your school code to start with a "9". For example, your system won't allow alpha in the SSN field for ISIR import and your school code is B01002. Change the code to 901002 (using 001 to 012 as the final 3 digits) for data entry on the SSN field. The resulting Y2K Test ISIRs will contain SSNs starting with 901-00-2. The last 3 digits of the SSN on the ISIR will be in the range of 001 to 012.

Schools should enter the data on the twelve FAFSA's into their system with the system date set to February 29, 2000, and then transmit the data to CPS using the input file message class, YR2K00IN. Three types of output files will be generated by CPS and transmitted to test participants via TIVWAN during the test: the error file (message class Y2KE00OP), a Y2K discrepancy file (message class Y2KD00OP), and a Y2K ISIR file (message class Y2KA00OP).

To reset your system date on a PC running Windows 95, NT, or 98:

1. Click on the Start button, go up to Settings, and click on control panel.
2. In the control panel, double click on the icon labeled "Date\Time." This will display a window labeled "Date\Time Properties."
3. Use the controls on the Date\Time Properties window to change your system date to February 29, 2000. Click the Apply button to change the system time, then click OK to close the Date\Time Properties window. Close the Control Panel window.

After retrieving a school's input file from TIVWAN, CPS will process it to determine if the school is operational for participating in the Electronic Application process. If a school is not operational for electronic applications, or if a school submits a file containing less than 12 FAFSAs, or if a school submits a file that is not in the correct Electronic Application format (See the EDE Technical Reference, page 3-57 for the Electronic Application layout), the school will receive the error file. If a school submits FAFSAs that were not entered and exported with the system date set to 02/29/2000, the school will receive the discrepancy file. A school can submit test files as many times as necessary during the six-week test window until it passes the test.

If a school's submission passes the CPS date and validity checks, the school will receive the Y2K ISIR file. The receipt of the Y2K ISIR file indicates that the school has successfully completed Y2K testing with CPS. Transmission of the error, discrepancy,

and ISIR files will take place during prime time to avoid interference with production data transmissions.

EDEXPRESS USERS ONLY: First, we recommend you set up a test EDEExpress system on a stand-alone PC. Second, when you export the entered FAFSAs, you will need to enter the file name of YR2K00IN. Third, on Y2K Test FAFSA #11, do not set the assumption override for 3 in household and 3 in college.

Fourth, the SSN field in EDEExpress has a valid SSN range of 001-01-0001 to 999-99-9999 and does not allow alpha characters. To use EDEExpress for Y2K School Testing, determine which of the following applies to your Federal School code:

1. Your Federal School Code is between 001010 and 999999. Use your code as is to generate SSNs within the valid SSN range. For example, your school code is 009011. Enter the Y2K test FAFSAs with the SSN of 009-01-1, followed by 001 to 012 as the last 3 digits of the SSN. You will receive back ISIRs with SSNs containing your school code as the first 6 characters of the SSNs. These ISIRs can be imported into EDEExpress.

2. Your Federal School Code is between 000000 and 001009. Modify your code to generate SSNs within the valid SSN range. Be unique so you do not duplicate the Federal School Code of other schools, which would cause your records to be treated as duplicates during the processing. For example, your school code is 000101. Enter the Y2K test FAFSAs with the SSN of 900-10-1, followed by 001 to 012 as the last 3 digits of the SSN. You will receive back ISIRs with SSNs containing 900-10-1 as the first 6 characters of the SSNs. These ISIRs can be imported into EDEExpress.

3. Your Federal School Code begins with a B, G, or E. Modify your code it to start with a "9". For example, your school code is G00001. Enter the Y2K test FAFSAs with the SSN of 900-00-1, followed by 001 to 012 as the last 3 digits of the SSN. You will receive back ISIRs with SSNs containing 900-00-1 as the first 6 characters of the SSNs. These ISIRs can be imported into EDEExpress.

Exporting:

After entering the 12 test case FAFSAs, follow the following instruction to export the records:

1. Go to the File menu and select Export. This will bring up the Export window, and the export type will default to "Applications-Initial."
2. Click on the File button in the "Export To:" field to display the Save As window.
3. On the Save As window, change the File name field so that it reads "YR2K00IN" and click on the Save button to return to the Export window.
4. On the export window, note the name of the file that is to be exported that displays in the box next to the File button. *(Write this file name down. It will help later as you transmit using EDConnect.)*

After Testing:

When you are finished with your Y2K test, remember to return your system clock to the correct date. (See instructions above for changing your system date.) After resetting your system date, you may find that your EDExpress program asks for an access password the next time you log on. If this occurs, call CPS Customer Service at 800-330-5947 for assistance. Make sure to mention that your issue is related to Y2K testing so that your school will not be billed for the call.

EDconnect Users:

EDconnect users must use EDconnect for Windows 32-Bit to participate in Y2K testing with the ED because previous versions of EDconnect are not Y2K compliant. ED also advises Edconnect users not to store Y2K test data in the same directories as production data. Instructions for storing data from different message classes in different directories are outlined below:

Procedure for Setting up a Y2K test directory in EDconn32

Set up a User ID specifically for Y2K testing

To set up a User Group for Y2K testing, do the following:

1. Open the Security View in EDconn32
2. Highlight the Group you wish to put your test User in.
3. Go to Record|Insert
4. Enter the Name and other User information on the "Identification" Window
5. Click next
6. On the Directories tab, specify your send and receive paths. (Note: Be sure to use a directory other than your production directory).
7. Proceed with the rest of the user setup
8. When you wish to perform test transmissions, log into your test User ID

Alternately, you may edit your Message Class table within Message Class Manager View. By doing this, you may specify a directory name for all Y2K test message classes. To do this:

1. Open Message Class Manager View
2. Scroll to the right until you find the "File Name" column.

3. For each Y2K message class you plan to use, edit the File Name to point to your test directory

4. Save the edited Message Class Manager

Note: To take advantage of the directory name listed in Message Class Manager, you must not have Send/Receive paths set up in your User Properties. Ensure that the "Send" and "Receive" sections of your User Properties (found on the Directories tab) are blank.

Customer Service:

CPS Customer Service will evaluate the input files and the output files for Y2K school testing, upon request. Schools requiring assistance should call the CPS Customer Service number at 800-330-5947 and select option 2 for application processing, or send an email to CPS@ NCS.COM. Schools will not be charged for CPS Y2K test related calls or emails.

If users (such as state agencies) only wish to receive ISIRs containing Y2K dates from the CPS, they should call or email CPS Customer Service to request this file, and provide the TIVWAN TG# (and institution code if applicable) to be placed on the Y2K test ISIR file. **Customer Service will use an institution code of 999999 to generate the ISIRs for all state agencies requesting Y2K ISIRs.**